

## Part 1 - General Information

### Respondent Identification

- Provide the most current information available.
- Report Mail address ONLY if different from Street Address.
- Please contact the Library Development Office with updates for this information throughout the year, as this information is used to update both the print and on-line directories.

Administrative Entity – This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction/library district. The administrative entity may have a single outlet, or it may have more than one outlet.

### **Questions relating to standards are in bold font**

01-001    Library Code

The four digit code which the Indiana State Library has assigned your library

01-002    Library Name

This is the legal name of the administrative entity. (PLS)

01-003    Library Director

The name of the current or interim director.

01-004    Street Address

This is the complete street address of the administrative entity (system headquarters)  
(PLS)

01-005    City

This is the city in which the administrative entity is located. (PLS)

- 01-006    State  
State is pre-filled, as Indiana is the only possible response. (PLS)
- 01-007    ZIP+4  
This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of administrative entity (PLS)
- 01-008    Mailing Address  
This is the mailing address of the administrative entity (system headquarters) (if different from street address) (PLS)
- 01-009    Mailing City  
This is the city or town of the mailing address for the administrative entity (system headquarters). (PLS)
- 01-010    State  
This is the state of the mailing address for the administrative entity (system headquarters). (PLS)
- 01-011    Mailing ZIP+4  
This is the standard five-digit postal ZIP and four digit postal ZIP code extension for the mailing address of administrative entity (system headquarters). (PLS)
- 01-012    Phone**  
**Per 590 IAC 6-1-4 (k)(4)(A).** This is the main telephone number of the administrative entity. (PLS)
- 01-013    Fax**  
**Per 590 IAC 6-1-4 (k)(4)(E).** This is the main facsimile number of the administrative entity.

- 01-014    **TDD**  
This is a telecommunications device for the deaf, a teleprinter with a telephone number of the administrative entity (system headquarters).
- 01-015    **Congressional District #**  
Number of the United States House of Representative District in which the library district headquarters is located (based on the 2010 census). Indiana currently has 9 districts. This is pre-filled.
- 01-016    Public Library E-Mail Address, or a means of electronic contact listed on the library's website**  
E-Mail address, or a means of electronic contact listed on the library's website– **Per 590 IAC 6-1-4 (k)(4)(C).** This address is published in the public library directory, both print and on-line. This address may be a general address, the director's address or a web address for the form, at the library's choice.
- 01-017    Library URL**  
**Per 590 IAC 6-1-4 (k)(5).** This is the Web address of the administrative entity
- 01-018    **What Day of the Month is the Regular Library Board Meeting?**  
For example, 3rd Wednesday.
- 01-019    **What is the time of the Regular Library Board Meeting?**  
For example, 7:00 pm.
- 01-020    **Does your library have a Friends of the Library Group?**  
This is a group organized to raise funds for library services.
- 01-021    **If yes, has your Friends group received a 501(c) 3 designation from the IRS? Yes or No**

501(c)3 Friends group is a group organized under the IRS 501(c) 3 designation, to whom tax-exempt donations may be made for the benefit of the library and which legally may receive and sell materials withdrawn from the library collection and other library personal property for the benefit of the library. IC 36-12-3-5(c)

01-022 Name of the person preparing this report

The name of the person to whom questions about the report should be directed.

01-023 Preparer's phone number

This is the telephone number of the person to whom questions about the report should be directed.

01-024 Time zone in which library district headquarters is located.

Indiana is in 2 time zones, 80 counties on Eastern Time, 12 counties on Central Time. Please indicate the time zone the library district headquarters is located in, officially.

#### Building Questions

Answer questions 01-025 through 01-027 for situation as of Dec 31, 2012

- Main Library – Central Building/Library
- Outlet –Central library, branch or bookmobile library. An outlet is a unit of an administrative entity that provides direct public library service.
- Central Building/Library - A single outlet library, or the library building which is the operation center of a multiple outlet library. Usually all processing is centralized here and principal collections are housed here. It is synonymous with main library.

01-025 The year the current central building was built

An estimate is acceptable.

01-026 Date of most recent structural addition or alteration to current central building.

This refers to a structural change to the building which may also result in additional square feet.

01-027 What is the square footage of the central building?

Report the total area, in square feet, of the central library. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the central library, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the central library has use of that area. (PLS)

**01-028 Total Central Library hours Open per week winter schedule**

For the central library only. This is the total weekly hours during which the library is open for the majority of the year. The library will complete this question.

01-029 Click here to complete Central Library daily hours

Please record hours open for the Central Library only. Record the regular hours open during the year in a typical week. These are the hours which will be listed in the directory, found at <http://www.in.gov/library/pldirectory.htm> and updated as you notify us.

Central Library daily hours

01-029a Monday opening time

01-029b Monday closing time

01-029c Tuesday opening time

01-029d Tuesday closing time

01-029e Wednesday opening time

01-029f Wednesday closing time

01-029g Thursday opening time

01-029h Thursday closing time

01-029i Friday opening time

01-029j Friday closing time

01-029k Saturday opening time

01-029l Saturday closing time

01-029m Sunday opening time

01-029n Sunday closing time

**01-030 Total Hours Central Library Open after 6:00 p.m. Each Week**

Per **590 IAC 6-1-4 (I)**Total Hours open after 6:00 pm. Standards require that a library system be open for varying evening hours after 6:00 p.m., depending on the population of the library district.

**01-031 Total Hours Central Library Open Saturday and Sunday Each Week**

Standards require that a library system be open for varying hours on a weekend day, depending on the population of the library district.

01-032 Total Central Library Hours Open Per Year

This is an internal calculation, calculated by multiplying 01-033 by 01-034 added to the multiplication of 01-035 by 01-036

01-033 Total weekly Winter hours

Report the number of hours the Central Library is on the winter schedule or the whole year, if hours are not reduced for the summer. This number will be multiplied by 01-034 and added to the results of 01-035 times 01-036.

01-034 # of weeks on the Winter schedule

Include the number of weeks Central Library is open for public service. The count should be based on the number of weeks that a central library was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

01-035 Total weekly Summer hours

Report the number of hours the Central Library is on the weekly summer schedule, usually fewer hours than in the winter. You may respond with 0 if there is no separate winter/summer schedule. This number will be multiplied by 01-036.

01-036 # of weeks on the Summer schedule

Report if the Central Library is open a different schedule in the summer. Include the number of weeks open for public service. The count should be based on the number of weeks that a central library was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down. You may respond with 0 if there is no separate winter/summer schedule.

**01-037 Total System Public Service Hours per Year**

**Per 590 IAC 6-1-4(l).** This is an automatically generated total of total central (01-029), branch(es) (01-054) and bookmobile(s) (01-060) hours per year. (PLS)

01-038 How Many Sundays was Your Library System Open Last Year?

Please list the number of Sundays you were open in the previous year.

Internet Access

**01-039 Internet access**

**Per 590 IAC 6-1-4 (k)(14).** Report the library as providing Internet access only if one or more of the following services are accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the library has access to electronic mail only. Internet access in branch(es) and bookmobile(s) is reported separately.

01-040 Type of Internet Access in Central Building Only

Choose type of Internet access from drop box menu. List only the bandwidth available (that is, if you have a T1 but it's turned down to a 128, list 128, etc.).

Internet access in branch(es) and bookmobile(s) is reported separately.

**01-041 Speed of Internet Access**

**Per 590 IAC 6-1-4 (k)(14).** Specify the speed of Internet Access in the Central Building (e.g. Fiber Optic may be 15 mbs, 30, 45, etc.). Speed of Internet access in branches and bookmobiles is reported separately.

**01-042 Does the central building have a wireless hub?**

**Per 590 IAC 6-1-4 (k)(15 )Basic / Enhanced / Exceptional.** – Branch and Bookmobile wireless hubs are listed in the sections on branch(es) and bookmobile(s). 1 wireless connection per fixed location counts for 10 public access computers.

Branch Information

Branch Libraries –Auxiliary units with

- separate quarters,
- a permanent, organized collection of library materials,
- a permanent paid staff, and
- a regular schedule for opening to the public.

Do not report as a branch any facility, separate from another branch or the central library, which does not meet all 4 of the preceding criteria. Any facility which operates with volunteer staff only does not qualify as a branch for state or PLS purposes.

**01-049 Total Number of Branches**

Library system will input this number.

Individual Branch Information

(Repeating group in Bibliostat Collect; one for each branch 01-052a – 01-055e)

**01-052a Branch Name**



Use the official name of the branch (PLS)

01-052b Street Address

This is the complete street address of the branch. (PLS)

01-052c City

This is the city in which the branch is physically located. (PLS)

01-052d County

List the name of the county in which branch is physically located (PLS)

01-052e State

01-052f Zip+4

This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of branch. (PLS)

01-052g Mail Address

List only if different from the street address. This is the mailing address (if different from the street address) of the branch. Include city and zip +4. (PLS)

01-052h Total Square Footage

Report the area, in square feet, of the branch. Report the total area in square feet for each branch separately. This is the area on all floors enclosed by the outer walls of the library outlet. Include all areas occupied by the library outlet, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area. (PLS)

01-052i Year Built

List the year the building housing the branch was completed. If unknown, use N/A.

01-052j Year of Addition or Alteration

List the year of completion of addition or alteration to the building. If unknown, use N/A.

01-052k Phone

This is the main telephone number of the branch.

01-052l Fax

This is the main facsimile number of the branch..

01-052m Total hours open per week

List the current weekly hours open. This is the total weekly hours during which the library is open for the majority of the year.

01-052n Number of Weeks per Year Individual Branch is Open

Include the number of weeks open for public service. The count should be based on the number of weeks that a branch library was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a branch library was open half or more of its scheduled hours in a given week, round up to the next week. If the branch library was open less than half of its scheduled hours, round down.

**01-052o Internet access**

**Per 590 IAC 6-1-4 (k)(14).** Report the branch as providing Internet access only if one or more of the following services is accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the branch has access to electronic mail only.

01-052p Type of Internet Access

List only the bandwidth available (that is, if you have a T1 but it's turned down to 128K, list 128K, etc.) The choices are available from a drop box menu.

**01-052q Speed of Internet Access**

Per 590 IAC 6-1-4 (k)(14). Report the speed of the internet access.

**01-052r Does this branch have a wireless hub?**

**Per 590 IAC 6-1-4 (k)(15) Basic / Enhanced / Exceptional.** A wireless hub at each fixed location is required to meet Exceptional/Exemplary standards.

**01-052s Does the branch have a separate webpage?**

Answer is "Yes" or "No".

**01-052t URL?**

If yes, type in full address.

**Daily Schedule for Branch**

**01-053a Monday opening time.**

Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

**01-053b Monday closing time**

Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

**01-053c Tuesday opening time**

Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

**01-053d Tuesday closing time**

Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

**01-053e Wednesday opening time**

Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

**01-053f Wednesday closing time**

Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

**01-053g Thursday opening time**

Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

- 01-053h Thursday closing time  
Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.
- 01-053i Friday opening time  
Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.
- 01-053j Friday closing time  
Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.
- 01-053k Saturday opening time  
Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.
- 01-053l Saturday closing time  
Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.
- 01-053m Sunday opening time  
Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.
- 01-053n Sunday closing time  
Per 590 IAC 6-1-4 (l). Enter daily schedule, as for the central library.

Individual Branch Service Hours per Year

- 01-055b Total Winter Branch hours per week  
Report the number of hours the library is on the winter schedule or for the whole year, if the library does not have a winter/summer schedule. This number will be multiplied by 01-055c.
- 01-055c # of weeks on the Winter schedule (Branch)  
Include the number of weeks open for public service for the winter schedule or for the whole year, if the library does not have a winter/summer schedule. The count should be based on the number of weeks that a branch was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a branch was open half or more of its scheduled hours in a given week, round up to the next week. If the branch was open less than half of its scheduled hours, round down.

01-055d Total Summer Branch hours per week

Report the number of hours the branch is on the summer schedule. You may respond with 0 if there is no separate winter/summer schedule. This number will be multiplied by 01-055e

01-055e # of weeks on the Summer schedule (Branch)

Report if the branch is open a different schedule in the summer or enter 0 if there is no separate winter/summer schedule. Include the number of weeks open for public service. The count should be based on the number of weeks that a branch was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a branch was open half or more of its scheduled hours in a given week, round up to the next week. If the branch was open less than half of its scheduled hours, round down.

01-056 Total Annual Hours of All Branches

This is an automatically calculated number, consisting of  $01-055b * 01-055c + 01-055d * 01-055e$ .

Bookmobile Information

(Repeating group in Bibliostat Collect; one for each bookmobile 01-059a – 01-060d)

Bookmobiles - A bookmobile is a traveling bookmobile library consisting of

- a truck or van that carries an organized collection of library materials,
- paid staff, and
- regularly scheduled hours for being open to the public.

Vehicles used are counted, not the number of stops the vehicle makes

01-058 Total Number of Bookmobiles

Library system will input this number.

01-059a Bookmobile Name

Use the legal or commonly used name of the bookmobile.(PLS)

01-059b Street Address

This is the complete street address of the Bookmobile storage location. This will often be the administrative entity (system headquarters) address. (PLS)

01-059c City

This is the city in which the bookmobile is housed. This will often be the administrative entity (system headquarters) address. (PLS)

01-059d County

This is the county in which the bookmobile is housed. This will often be the same as for the administrative entity (system headquarters) address.

01-059e State  
(PLS)

01-059f Zip+4

This is the standard five-digit postal ZIP code and four digit postal ZIP code extension for the street address of the bookmobile storage location. This will often be the administrative entity address. (PLS)

01-059g Mail Address

List only if different from the street address. This is the mailing address (if different from the street address) of the administrative entity (or bookmobile storage location). Include city and zip +4.

01-059h Phone

Report only if it is specific to the bookmobile. Leave blank if it is the same as for the administrative entity. (PLS)

01-059i Fax

Report only if it is specific to the bookmobile. Leave blank if it is the same as for the administrative entity.

01-059j Total hours per week

List the weekly hours the bookmobile is in service to the public for the majority of the year (more than 26 weeks).

01-059k Number of Weeks Bookmobile is Open

Include the number of weeks open for public service. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a bookmobile was open half or more of its scheduled hours in a given week, round up to the next week. If the bookmobile was open less than half of its scheduled hours, round down.

**01-059l Internet Access**

Report the bookmobile as having internet access only if one or more of the following services is accessible: World Wide Web (WWW), telnet, gopher, file transfer protocol (ftp), or community network. Do not answer "YES" if the bookmobile has access to electronic mail only.

01-059m Type of Internet Access

List only the bandwidth available (that is, if you have a T1 but it's turned down to 128K, list 128K, etc.) The choices are available from a drop box menu.

01-060a Total Weekly Winter Hours Bookmobile Open

Report the number of hours the library is on the winter schedule. This number will be multiplied by 01-060b.

01-060b # of Weeks Bookmobile Open at Winter Hours Schedule

Include the number of weeks open for public service. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a bookmobile was open half or more of its scheduled hours in a given week, round up to the next week. If the bookmobile was open less than half of its scheduled hours, round down.

01-060c Total Weekly Summer Hours Bookmobile Open

Report the number of hours the bookmobile is on the summer schedule. This number will be multiplied by 01-060d

01-060d # of Weeks Bookmobile Open at Summer Hours Schedule

Report if the library is open a different schedule in the summer. Include the number of weeks open for public service. The count should be based on the number of weeks that a bookmobile was open for half or more of its scheduled service hours. Extensive weeks closed to the public due to natural disasters or other events should be excluded for its count. Round to the nearest whole number of weeks. If a library was open half or more of its scheduled hours in a given week, round up to the next week. If the library was open less than half of its scheduled hours, round down.

01-061 Total Annual Hours of All Bookmobiles

Adds the weekly hours of each bookmobile. This is automatically computed within the program, adding  $01-60a * 01-060b$  plus  $01-060c * 01-060d$  for each bookmobile.